



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	CHIEF FINANCIAL OFFICER
POSITION NUMBER:	00052701
LOCATION:	ATLANTA
POSTING DATE:	APRIL 2, 2015
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	SRE
ENTRY SALARY:	PAY COMMENSURATE WITH KNOWLEDGE AND EXPERIENCE

DESCRIPTION OF DUTIES: The Chief Financial Officer is responsible for managing and directing the fiscal functions of the Georgia Department of Agriculture (GDA). The job responsibilities for this position include, but are not limited to, the following:

- (1) Oversees the management of and ensures accuracy in accounting, budget matters, procurement, and internal control systems;
- (2) Manages and oversees all aspects of both finance and budget;
- (3) Provides accurate analysis of budgets, financial reports and financial trends;
- (4) Develops, implements and enforces financial policies and procedures;
- (5) Educates department managers on financial and budgetary matters;
- (6) Oversees all data entry into financial accounting systems;
- (7) Administers federal grants and contracts;
- (8) Administers and supervises GDA procurement;
- (9) Ensures compliance with State/Federal laws, rules and regulations, and requirements of the Office of Planning & Budget;
- (10) Provides strategic financial input and leadership on decision making issues affecting the agency;
- (11) Supervises lower level staff; and
- (12) Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, public administration or closely related field with a minimum of five years full-time work experience supervising accounting functions

OR

Seven years full-time work experience in a managerial position with business, industry or government environments.

NOTE: In order for us to determine if you meet the minimum qualifications for this position, you must provide a copy of your **official** college transcript with your application/resume. Failure to submit a transcript can result in not being eligible for this specific position.

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Masters in Accounting or closely related field
- Certified Public Accountant;
- Five+ years working in finance/budget for a state agency;
- Knowledge and experience dealing with state budgets and state financial operating systems;
- Experience supervising and managing staff;
- Knowledge of procedures involved in expenditure of public funds;
- Knowledge of Generally Accepted Accounting Principles and Procedures (GAAP);
- Knowledge of the reporting requirements for federal grants;
- Working knowledge of Windows computer operating system and applications.

HOW TO APPLY:

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application and/or resume to (404) 656-3615; or
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov .

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. Applications/resumes received without a job title or position number will be considered unsolicited applications and will not be reviewed. This position is subject to close at any time once a satisfactory applicant has been identified.

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.**

**THE GEORGIA DEPARTMENT OF AGRICULTURE IS
AN EQUAL OPPORTUNITY EMPLOYER**

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**